



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING FRAUD INVESTIGATOR I

\$4,778 - \$5,765

FRAUD DIVISION HEADQUARTERS – INTERNAL AFFAIRS UNIT

*****TWO POSITIONS*****

RESPONSIBILITIES: Under the direction of the Supervising Fraud Investigator II, Internal Affairs Unit, the incumbent is responsible for conducting complex and sensitive investigations including but not limited to internal affair investigations, background investigations, Equal Employment Opportunity (EEO) and/or discrimination complaints and citizen's complaints. Directly supervises and assigns investigations to Fraud Investigator-Retired Annuitants. Maintain liaison and interact with various departmental staff on matters related internal investigations, background investigations, EEO investigations and/or citizen complaints. The incumbent must successfully qualify at quarterly weapon qualifications and meet all Peace Officers Standards Training requirements. Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.3. Incumbents must qualify and carry a firearm; possess a valid driver's license issued by the Department of Motor Vehicles and be able to safely operate a motor vehicle. *This position is designated as peace officer.* This position is headquartered in the Sacramento Division Office. However, incumbents may be physically located throughout California. Incumbents will be required to travel statewide and may require evening and weekend hours.

DESIRABLE QUALIFICATIONS:

- Recent experience in State service as a peace officer conducting complex investigations;
- Ability to liaison with various departmental staff;
- Ability to successfully perform complex and sensitive internal affair investigation assignments;
- Ability to work independently and in a team environment;
- Ability to collaborate with all levels of staff and executive management;
- Ability and willingness to travel throughout California as required for successful job performance;
- Excellent oral, written, and interpersonal communication skills;
- Experience utilizing Microsoft and other computer applications (i.e. Outlook, Word, Excel, CLETS, FIDB)

WHO MAY APPLY: Applications will be accepted only from current California Department of Insurance employees at the Supervising Fraud Investigator I level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Supervising Fraud Investigator I, PSN # 413-176-7541-IAU" on the State application.** For additional information, please call (916) 492-3344.

FINAL FILING DATE: OCTOBER 22, 2004, BY 5:00 P.M. CLOSE OF BUSINESS

NOTE: **Interested individuals, including list eligible candidates, must submit their application by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD